

Ordra

The platform for professional orders

Officer manual

For the treasurer, financial secretary, secretary general, membership officer, courier officer, events officer and auditor.

Shown throughout configured for the National Order of Electrical Engineers of Cameroon

Sure Engineering & Technologies Ltd. • 2026-09-09

About this manual

This manual covers the work of running the Order: admitting members, billing and banking dues, keeping the books, logging correspondence, running meetings and holding elections. What you see when you sign in depends on your role — a treasurer and a courier officer are shown two different portals, and each section below says which role it belongs to.

Conventions

- Each section shows the real screen, with numbered markers on it.
- The numbered notes under the picture match those markers.
- A path like Settings › Branding means: the Settings group in the menu on the left, then Branding.
- Screens differ by role. If a section describes something you cannot see, your role does not include it — that is by design, not a fault.

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Running the Order

Printing a roll call

Where it lives: /admin/members/roll-call

The printed roll call on headed paper: the quarterly list of who is a member and who is up to date.

Roll call

A printable register of the membership on headed paper. Choose which tiers and which dues standing to include — the sheet prints what it included, so a roll call filed away still says what it was.

Who to include

Membership tiers
Leave every box unticked to include all tiers.
☐ Student ☐ Associate ☐ Retired ☐ Member ☐ Corporate ☐ Fellow

Membership status
☒ Active ☐ Pending ☐ Lapsed ☐ Suspended ☐ Expelled ☐ Deceased ☐ Resigned

Dues standing
Any dues standing (dropdown)
"Up to date" means no unpaid, overdue or part-paid dues on record.

Chapter
All chapters (dropdown)

How to print it

Group the list by
Chapter, with a count each (dropdown)

Paper size
A4 (dropdown)
Type grows with the sheet so a large print stays readable from a distance — a bigger size gives bigger type and a few more rows per page, not many more.

Orientation
Portrait (dropdown)

Title on the sheet (optional)
e.g. Roll call — Q1 2026, members in good standing

☐ **Include a signature column**
A ruled column for members to sign against their name — for an assembly or a verification exercise.

64 members match these filters **Update count** **Download spreadsheet** **Print roll call**

- 1 Choose the categories to include — turn students, associates or fellows on and off independently.
- 2 Filter by dues standing to produce a list of members in good standing only.
- 3 Print at A4 up to A0 for a wall roll, portrait or landscape, or export the same list to a spreadsheet.

Loading historical dues

Where it lives: /admin/members/back-dues

Loading dues from earlier years for members already on the system, and marking which of them were paid.

NOEE

EN FR Emmanuel Fotso treasurer Sign out

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Adds historical dues to members who are already on the system — the years each one has paid, and the years they still owe. Nothing is written until you have seen the preview and confirmed it.

What the file needs

matricule or email

How each row is matched to a member. Give either; matricule is tried first. A row that matches nobody is reported, never guessed at.

dues_paid_years

Years already settled, e.g. "2019,2020,2021". Each becomes a subscription marked paid, with a manual payment recorded against it and posted to the ledger.

dues_owed_years

Years still outstanding, e.g. "2022,2023". Each becomes an overdue subscription the member can settle through the portal.

Each year is billed at that year's recorded rate. [Past-year dues rates](#) → Any year with no rate on record falls back to the tier's current annual figure — worth setting those first if dues have changed since 2019.

Download the template

1

Upload the file

CSV file

Choose File No file chosen

Up to 10 MB. The next screen shows exactly what would be created, member by member, before anything is written.

Preview

2

3

- 1 One row per member: the years they paid and the years still owing.
- 2 The preview names every member matched, every year that would be created and what each would cost — and totals it, before anything is written.
- 3 Rates come from a table of amounts per category per year, so 2019 is not billed at today's rate.

Membership applications awaiting review

Where it lives: /admin/applications

Membership applications, from submission through review to a decision.

NOEE

EN FR Landry Etoundi membership officer Sign out

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Every submitted membership application. Click a row to open it and continue the review process.

Search name, reference, ema

All statuses

All tiers

Filter

8 members

REFERENCE	APPLICANT	TIER	SUBMITTED	FEE	STATUS
APP-2026-000006	Narcisse Same	Fellow	08 Sep 2026	Unpaid	Submitted
APP-2026-000001	Estelle Manga	Member	07 Sep 2026	Unpaid	Submitted
APP-2026-000003	Larissa Sielinou	Student	03 Sep 2026	Unpaid	Under review
APP-2026-000002	Guy-Bertrand Ntamack	Member	31 Aug 2026	Unpaid	Under review
APP-2026-000004	Didier Moukoko	Associate	26 Aug 2026	Unpaid	Interview scheduled
APP-2026-000005	Mireille Zambo	Member	19 Aug 2026	Unpaid	Scored
APP-2026-000007	Carine Nkoulou	Student	31 Jul 2026	Unpaid	Approved
APP-2026-000008	Aristide Tabi	Member	19 Jul 2026	Unpaid	Rejected

- Each application carries its reference, the category applied for and where it has reached.
- Open one to read the dossier, score it against your criteria, record an interview and leave review notes.
- Approval creates the member, the account and the first dues; rejection records the reason.

Profile changes awaiting approval

Where it lives: /admin/member-profile-update-requests

Profile changes members have asked for, waiting for someone to approve or refuse them.

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EN FR Landry Etoundi membership officer Sign out

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Profile update requests

Members asking to add an academic achievement or work-history entry to their own profile. Approving one applies the change immediately; rejecting one leaves the profile untouched.

Pending

0 members

No requests match this filter.

1

2

3

- 1 One row per request, with who asked and what they want changed.
- 2 The review screen shows the current value beside the proposed one, so nothing is approved blind.
- 3 Approval writes the change to the register; refusal leaves the profile untouched. The member is told either way.

Generating the next dues cycle

Where it lives: /admin/subscriptions/generate

Generating the next dues cycle across the membership — the bill only; nothing is ever charged automatically.

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Scope

All active members

As of date

09/09/2026

Which cycle counts as "current" for monthly/calendar-year plans. Leave as today unless backdating a run.

Generate dues

2

3

- 1 Choose the scope and the date to bill as at, then review what would be created.
- 2 Members already billed for the cycle are skipped, so running it twice is safe.
- 3 The nightly task does the same job for members whose own cycle falls due, where the host runs it.

Verifying payments

Where it lives: `/admin/payments/verifications`

Payments that need a human decision: bank transfers and cash, submitted with a proof.

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Every payment on record — dues, application fees, event tickets and the rest — however it came in: an automatic gateway charge or a manually submitted bank/mobile-money slip. Anything still awaiting a decision is pinned to the top.

All statuses ▾ All providers ▾ Filter

REFERENCE	DATE	FOR	PAYER	AMOUNT	PROVIDER	STATUS	PROOF
PAY-2026-000001	08 Sep 2026	—	—	50,000	Manual	Processing	—
PAY-2026-000002	08 Sep 2026	—	—	50,000	Manual	Processing	—
PAY-2026-000003	08 Sep 2026	—	—	50,000	Manual	Processing	—
PAY-2026-000004	08 Sep 2026	—	—	50,000	Manual	Processing	—
PAY-2026-000097	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000098	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000095	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000096	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000091	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000092	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000093	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000094	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000089	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000090	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000087	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000088	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000085	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000086	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000081	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000082	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000083	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000084	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000079	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000080	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000077	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000078	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000073	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000074	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000075	08 Sep 2026	—	—	50,000	Manual	Successful	—
PAY-2026-000076	08 Sep 2026	—	—	50,000	Manual	Successful	—

- Each row shows the member, the amount, the method and what the payment is for.
- Open one to see the uploaded slip, then confirm or reject it with a reason.
- Confirming settles the dues line, issues the receipt and posts the accounting entry in one step.

The accounting ledger

Where it lives: /admin/accounting/ledger

The general ledger, kept to the SYSCOHADA chart of accounts, posted automatically from what happens in the portal.

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General ledger

Every journal entry — auto-posted from payments and settled expense claims, or entered manually below.

FY2026 All statuses

Export CSV Export PDF + New entry

REFERENCE	DATE	DESCRIPTION	JOURNAL	AMOUNT	STATUS	
JE-2026-000098	08 Sep 2026	Membership dues — PAY-2026-000098	Cash	50,000	Posted	View
JE-2026-000097	08 Sep 2026	Membership dues — PAY-2026-000097	Cash	50,000	Posted	View
JE-2026-000096	08 Sep 2026	Membership dues — PAY-2026-000096	Cash	50,000	Posted	View
JE-2026-000095	08 Sep 2026	Membership dues — PAY-2026-000095	Cash	50,000	Posted	View
JE-2026-000094	08 Sep 2026	Membership dues — PAY-2026-000094	Cash	50,000	Posted	View
JE-2026-000093	08 Sep 2026	Membership dues — PAY-2026-000093	Cash	50,000	Posted	View
JE-2026-000092	08 Sep 2026	Membership dues — PAY-2026-000092	Cash	50,000	Posted	View
JE-2026-000091	08 Sep 2026	Membership dues — PAY-2026-000091	Cash	50,000	Posted	View
JE-2026-000090	08 Sep 2026	Membership dues — PAY-2026-000090	Cash	50,000	Posted	View
JE-2026-000089	08 Sep 2026	Membership dues — PAY-2026-000089	Cash	50,000	Posted	View
JE-2026-000088	08 Sep 2026	Membership dues — PAY-2026-000088	Cash	50,000	Posted	View
JE-2026-000087	08 Sep 2026	Membership dues — PAY-2026-000087	Cash	50,000	Posted	View
JE-2026-000086	08 Sep 2026	Membership dues — PAY-2026-000086	Cash	50,000	Posted	View
JE-2026-000085	08 Sep 2026	Membership dues — PAY-2026-000085	Cash	50,000	Posted	View
JE-2026-000084	08 Sep 2026	Membership dues — PAY-2026-000084	Cash	50,000	Posted	View
JE-2026-000083	08 Sep 2026	Membership dues — PAY-2026-000083	Cash	50,000	Posted	View
JE-2026-000082	08 Sep 2026	Membership dues — PAY-2026-000082	Cash	50,000	Posted	View
JE-2026-000081	08 Sep 2026	Membership dues — PAY-2026-000081	Cash	50,000	Posted	View
JE-2026-000080	08 Sep 2026	Membership dues — PAY-2026-000080	Cash	50,000	Posted	View
JE-2026-000079	08 Sep 2026	Membership dues — PAY-2026-000079	Cash	50,000	Posted	View
JE-2026-000078	08 Sep 2026	Membership dues — PAY-2026-000078	Cash	50,000	Posted	View
JE-2026-000077	08 Sep 2026	Membership dues — PAY-2026-000077	Cash	50,000	Posted	View
JE-2026-000076	08 Sep 2026	Membership dues — PAY-2026-000076	Cash	50,000	Posted	View
JE-2026-000075	08 Sep 2026	Membership dues — PAY-2026-000075	Cash	50,000	Posted	View
JE-2026-000074	08 Sep 2026	Membership dues — PAY-2026-000074	Cash	50,000	Posted	View

- 1 Every confirmed payment, fee and expense appears here as a double entry.
- 2 Trial balance, income statement and balance sheet are produced from these entries.
- 3 An auditor can be given read-only access to this without any power to change it.

Expenses

Where it lives: /admin/expenses

Expense claims and the budget lines they draw on.

The screenshot shows the NOEE web application interface. The top navigation bar includes the NOEE logo, language options (EN, FR), the user name 'Emmanuel Fotso' with the role 'treasurer', and a 'Sign out' button. The left sidebar contains several menu categories: MEMBERS (Dashboard, Roll call, Load past dues, Member directory, Security), FINANCE (Generate dues, Income history, Expense claims, General ledger, Trial balance, Compte de résultat, Bilan), SHOP (Orders), and SETTINGS (Membership tiers, Chart of accounts, Subscription plans, Member groups, Payment gateways). The 'Expense claims' section is highlighted in the sidebar. The main content area for 'Expense claims' has a title, a subtitle 'Submitted, endorsed, approved, reimbursed, and settled reimbursement/direct-payment claims.', a status filter dropdown set to 'All statuses', and a message box that says 'No expense claims yet.' There are two numbered callouts: 1 points to the '+ New claim' button, and 2 points to a red circle icon.

1 A claim carries its category, amount, supporting document and approval state.

2 Approved expenses post to the ledger against the right account.

Incoming and outgoing correspondence

Where it lives: /admin/couriers

The correspondence register: every letter in and out, with its reference, who it is from and what became of it.

NOEE

EN FR Bernadette Njoya courier officer Sign out

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Courier register

Every inbound and outbound letter, memo, invoice, or parcel — logged, tracked, and QR-labelled.

All directions

All statuses

Search reference or subject...

Filter

1

REFERENCE	DIRECTION	SUBJECT (EN)	PRIORITY	STATUS	ASSIGNED TO	LOGGED	
CR-2026-0001	Inbound	Request for technical opinion — Kribi substation	Normal	In review	—	09 Sep 2026	View
CR-2026-0002	Inbound	Notification of tariff review consultation	Urgent	Logged	—	09 Sep 2026	View
CR-2026-0003	Outbound	Transmittal of 2025 annual report	Normal	Logged	—	09 Sep 2026	View
CR-2026-0004	Inbound	Complaint regarding unregistered practice	Confidential	Logged	—	09 Sep 2026	View

Contacts

+ Log courier

3

- 1 Inbound and outbound in one register, each with a unique reference.
- 2 Priority and status show at a glance what is urgent and what is still open.
- 3 An item marked confidential is handled by hand and its scan is never sent to the text-recognition service.

One item of correspondence

Where it lives: /admin/couriers/1

One item of correspondence, with its scans, its routing and its full history.

NOEE

EN FR

Bernadette Njoya

courier officer

Sign out

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← Courier register

CR-2026-0001

Request for technical opinion — Kribi substation

Normal

In review

Print QR label

1

Details

Subject (EN)

Request for technical opinion — Kribi substation

Summary

Logged at the secretariat and routed for action.

Category

Letter

Priority

Normal

Sender

Ministry of Water & Energy

Recipient

—

Chapter

—

Sender/recipient's own reference

Document date

09/04/2026

Received on

09/05/2026

Dispatched on

mm/dd/yyyy

This is a response to (reference)

COU-IN-2026-000001

Requires a response

Response due

09/19/2026

Save

Routing

Assigned to: Unassigned · Logged by: Bernadette Njoya (09 Sep 2026)

Unassigned

Routing note (optional)

Update

Status

In review

Note (optional)

Update status

- 1 The subject, the correspondent, the date received and any response deadline.
- 2 Attach the scan; its text is extracted automatically so the register becomes searchable.
- 3 Forward it to an officer, record the action taken, and close it when it is done.

Meetings and minutes

Where it lives: /admin/meetings

Meetings and their minutes, from the notice through the draft to approval.

NOEE

EN FR Solange Mbarga secretary general Sign out

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Meetings & minutes

Council, chapter, committee, and AGM meetings — agenda, attendance, minutes, resolutions, and action items.

New meeting

1

TITLE	TYPE	CHAPTER	DATE	STATUS
National Council — budget session	Council	All chapters	27 Sep 2026	Upcoming
National Council — budget session	Council	All chapters	27 Sep 2026	Upcoming
Littoral Chapter — quarterly meeting	Chapter	All chapters	28 Aug 2026	Draft minutes
Littoral Chapter — quarterly meeting	Chapter	All chapters	28 Aug 2026	Draft minutes
National Council — ordinary session	Council	All chapters	14 Aug 2026	Approved
National Council — ordinary session	Council	All chapters	14 Aug 2026	Approved

2

1 Council, chapter and committee meetings in one place, with their status.

2 Drafting minutes and approving them are separate acts, held by different people — as a real committee works.

A meeting record

Where it lives: /admin/meetings/1

One meeting: agenda, attendance, minutes, resolutions and the actions arising.

NOEE

EN FR Solange Mbarga secretary general Sign out

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← Back to meetings

National Council — ordinary session

Council · All chapters · 14 Aug 2026 · Secretariat, Yaoundé

Approved 2 Edit 3

1 Agenda

1. Opening and quorum
2. Minutes of the previous session
3. Treasurer's report
4. Membership applications
5. Any other business

Minutes

Approved by — on .

<p>The session opened at 09:12 with quorum established. The Treasurer presented the position on 2026 dues collection. Fourteen membership applications were considered and eleven approved.</p>

Attendance

Member	Attendance
—	Present Add

No attendance recorded yet.

Resolutions

Reference	Resolution
optional	Add

No resolutions recorded yet.

Action items

Description	Owner	Due
	—	mm/dd/yyyy Add

No action items yet.

1 The agenda is an ordered list, so the minutes can be written against it point by point.

2 Resolutions and action items are recorded separately, each with an owner.

3 Members called to the meeting can add it to their own calendar.

Elections

Where it lives: /admin/elections

Elections: convening, candidates, the ballot, and the published result.

NOEE

EN FR Ferdinand Ateba president Sign out

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Council and chapter elections — candidates, anonymous in-app or physical voting, results, and ratification.

1

TITLE	CHAPTER	MODE	TURNOUT	STATUS
National Council elections 2026	All chapters	In-app — members vote from their own portal · Per position — a separate race for each office	0 / 64	Voting open

2

3

1 Each election has a mode, an opening and closing time, and a roll of eligible voters.

2 Voting can be in-app or recorded from a physical ballot.

3 Turnout is counted as votes are cast; results are published as a distinct step.

Managing events

Where it lives: /admin/events

Creating and running events: capacity, tickets, check-in and certificates.

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EN FR System Administrator system administrator Sign out

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Training & Events

Published, public events appear on the /upcoming-events page and can accept ticket registrations.

+ New event

Title	Event type	Status	Starts	Tickets	
Annual General Assembly 2026	Conference	Published	14 Nov 2026 09:00	0	Tickets Edit Delete
Grid protection and relay coordination	Conference	Published	30 Sep 2026 09:31	0	Tickets Edit Delete

1

2

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- Each event carries its type, dates, venue, capacity and whether it is public.
- Ticket types set the price; registration issues a ticket with a QR code for check-in.
- A published, public event with a future date appears on the site by itself.

Managing training courses

Where it lives: /admin/training-courses

Training courses — the same machinery as events, with its own permission so a training coordinator needs nothing else.

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EN FR System Administrator system administrator Sign out

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Training Courses

Published, public courses appear on the /training page and can accept enrollments.

+ New training course

Title	Status	Starts	Enrollments	
Solar PV design and installation certification	Published	13 Oct 2026 09:31	0	Enrollments Edit Delete
High-voltage safety and switching operations	Published	21 Sep 2026 09:31	0	Enrollments Edit Delete
Professional ethics and practice management	Published	07 Sep 2026 09:31	0	Enrollments Edit Delete

1

2

3

- 1 Courses are listed separately from events and appear on their own public page.
- 2 To appear publicly a course must be published, marked public, and not yet finished.
- 3 Attendance at check-in is what produces the certificate.

Administration and configuration

The administration dashboard

Where it lives: /dashboard

The administration landing page. Every figure and every tile respects your permissions, so two officers signing in see two different pages.

NOEE

EN FR **System Administrator** [system administrator](#) [Sign out](#)

2 **Dashboard**

MEMBERS

- All members
- Roll call
- Import members
- Load past dues
- Member directory
- Profile update requests
- Security

APPLICATIONS

- Incoming applications

FINANCE

- Generate dues
- Income history **3**
- Expense claims
- General ledger
- Trial balance
- Compte de résultat
- Bilan

MEETINGS

- Meetings & minutes
- Elections
- Polls

COURIER & MAIL

- Courier register
- Courier contacts

EVENTS

- Events

TRAINING COURSES

- Courses

JOB

- Job postings

FORUM & DOCUMENTS

- Forum topics
- Document folders
- Documents

SHOP

- Products
- Orders

CONTENT

- Homepage content
- Homepage layout
- Hero slider
- Partners
- Pages
- News & posts
- Newsletter subscribers
- Newsletter issues
- Translations
- Notification emails

SETTINGS

Welcome back, System

Here's a snapshot of what needs attention, plus quick links into the modules you have access to.

1 **Active members**
64
70 total on file

Applications in progress
6
4 awaiting a decision

Payments awaiting verification
4
manual proofs, not yet decided

Confirmed revenue this month
4,700,000 XAF
across dues, fees, tickets & donations

Quick links

Incoming applications
Review, score, and decide on membership applications.

All members
Search and manage every member on file.

Payment verifications **4**
Manually-submitted proofs of payment awaiting review.

Homepage content
Edit the text visitors see on the public homepage.

- 1 Live figures: active members, applications in progress, payments awaiting verification, revenue confirmed this month.
- 2 The module menu, grouped by area. You only see the groups your role grants.
- 3 A badge counts what is waiting for you in that module.

The member register

Where it lives: /admin/members

The register: every member on file, whatever their category, status or visibility.

NOEE

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System Administrator

system administrator

Sign out

Members

Import members

Add member

1

Search name, Member ID, Off

All statuses

All chapters

All tiers

Any login status

Filter

70 members

2

MEMBER ID	NAME	TIER	CHAPTER	STATUS	STANDING	LAST PAYMENT
ONIGE-00050	Bernadette Abanda	Student	Littoral Chapter	Active	Up to date	21 Feb 2026
ONIGE-00056	Cyrille Awono	Student	Centre Chapter	Active	Up to date	10 Mar 2026
ONIGE-00062	Prosper Awono	Corporate	Littoral Chapter	Active	Up to date	27 Jan 2026
ONIGE-00044	Thierry Ayissi	Student	West Chapter	Active	Up to date	25 Jan 2026
ONIGE-00001	Solange Bekolo	Member	Littoral Chapter	Active	Owing	21 Mar 2025
ONIGE-00016	Jean-Pierre Bekolo	Member	Centre Chapter	Active	Up to date	26 Mar 2026
ONIGE-00035	Blaise Bekolo	Associate	West Chapter	Active	Up to date	16 Mar 2026
ONIGE-00015	Nadège Belinga	Member	West Chapter	Active	Up to date	24 Jan 2026
ONIGE-00034	Clarisse Belinga	Associate	Centre Chapter	Active	Owing	20 Jan 2025
ONIGE-00068	Landry Belinga	Member	West Chapter	Lapsed	—	—
ONIGE-00002	Prosper Biya-Ondoa	Member	Littoral Chapter	Active	Owing	27 Feb 2025
ONIGE-00017	Rosine Biya-Ondoa	Member	Littoral Chapter	Active	Owing	08 Mar 2026
ONIGE-00036	Boniface Biya-Ondoa	Associate	West Chapter	Active	Up to date	12 Mar 2026
ONIGE-00057	Armand Djeukam	Student	Littoral Chapter	Active	Up to date	21 Mar 2026
ONIGE-00063	Serge Djeukam	Corporate	West Chapter	Active	Up to date	13 Feb 2026
ONIGE-00053	Boniface Ekwalla	Student	Centre Chapter	Active	Owing	23 Mar 2025
ONIGE-00047	Armand Etoundi	Student	Littoral Chapter	Active	Owing	17 Feb 2026
ONIGE-00060	Landry Etoundi	Retired	West Chapter	Active	Owing	05 Mar 2025
ONIGE-00008	Blaise Fotso	Member	West Chapter	Active	Owing	04 Mar 2025
ONIGE-00023	Roger Fotso	Member	West Chapter	Active	Up to date	22 Jan 2026
ONIGE-00030	Valentin Fotso	Fellow	Centre Chapter	Active	Owing	13 Mar 2025
ONIGE-00042	Clarisse Fotso	Associate	Centre Chapter	Active	Up to date	06 Mar 2026
ONIGE-00069	Valentin Fotso	Student	West Chapter	Suspended	—	—
ONIGE-00054	Sylvie Fouda	Student	Centre Chapter	Active	Owing	31 Jan 2025
ONIGE-00013	Boniface Kamdem	Member	West Chapter	Active	Owing	26 Jan 2025
ONIGE-00066	Rosine Kamdem	Member	West Chapter	Lapsed	—	—
ONIGE-00005	Aristide Manga	Member	Littoral Chapter	Active	Owing	11 Mar 2025
ONIGE-00020	Roger Manga	Member	Centre Chapter	Active	Up to date	16 Mar 2026
ONIGE-00027	Ferdinand Manga	Fellow	West Chapter	Active	Up to date	15 Feb 2026
ONIGE-00039	Jean-Pierre Manga	Associate	Littoral Chapter	Active	Owing	21 Mar 2025

- 1 Filter by status, chapter, category and login state, or search by name, Member ID or matricule.
- 2 Each row shows the Member ID, category, chapter, status, dues standing and last payment.
- 3 Badges call out what needs doing: dues owing, credentials never sent, documents outstanding.
- 4 Add one member by hand, or import an entire existing roster from a spreadsheet.

A member's full record

Where it lives: /admin/members/173

One member's complete record — the single place where their history, money and documents come together.

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Back to members

1

Solange Bekolo

Active

Owing

Last payment: 21 Mar 2025

Member ID: ONIGE-00001 · Official Matricule: — · Member · Littoral Chapter

3

Printable member file (PDF)

Certificate of Good Standing (PDF)

View public verification page

2

Identity

Full name

Solange Bekolo

Member ID

ONIGE-00001

Official Onige Matricule

—

Nationality

Cameroonian

Date of birth

16 Aug 2002

Phone

+237695830209

Email

solangebekolo.1@example.cm

Login alias

SOLABEKO

Address

223 Rue Manga, Douala , Douala , Littoral

Employer

Alucam — Technical Director

Specialties

Telecommunications

Joined

14 May 2017

Membership expires

—

Dues & subscriptions

CYCLE	DUE	DUE (XAF)	PAID (XAF)	STATUS
2026 Annual Dues	31 Mar 2026	50,000	0	Unpaid
2025 Annual Dues	31 Mar 2025	50,000	50,000	Paid
2024 Annual Dues	31 Mar 2024	50,000	50,000	Paid

Access

Login email

solangebekolo.1@example.cm

Login alias

SOLABEKO

Account status

Active

Reason

- 1 Identity, category, chapter, standing and Member ID.
- 2 Dues history, payments, documents, work history and education, each in its own card.
- 3 Actions on the record: issue credentials, change category, suspend or reinstate, print the certificate.

Quick reference

To do this	Go here
Decide a membership application	Applications › Incoming applications
Approve a change a member asked for	Members › Profile update requests
Bill the year's dues	Finance › Generate dues
Confirm a bank transfer	Finance › Income history
Check the books	Finance › General ledger
Print the quarterly roll call	Members › Roll call
Log an incoming letter	Courier & mail › Courier register
Publish minutes	Meetings › Meetings & minutes
Open voting in an election	Meetings › Elections

If something is not working

Report it to whoever administers your portal, with the page you were on and what you expected to happen. An administrator can see the error log the portal keeps, which usually names the cause exactly.